

Quotation Request //

US Government Publishing Office

Agency Publishing Services
732 North Capitol Street, NW
Washington DC 20401-0001

JACKET:420-058

Quotations are Due By:

(Eastern Time)10:00 AM on 12/01/2021

Submit Quotes Online, unless otherwise instructed, via: <http://contractorconnection.gpo.gov/openjobs.aspx>

Contractor must provide mandatory W-9 form before GPO makes payment.

TITLE: Citizen Airman (4-S)

QUANTITY: 77519 Saddle Stitched Pamphlets plus 50 QARC's (Press sheet Inspection Required).

Travel expenses and per diem to be incurred by the Government for press sheet inspection will be a factor in determining award. This will be based on sending ONE Government representative from Georgia (zip code: 31098) to contractor's location for 3 calendar days.

SECURITY WARNING: It is the contractors responsibility to properly safeguard personally identifiable information (PII) from loss, theft, or inadvertent disclosure and to immediately notify the Government of any loss of personally identifiable information. PII is information which can be used to distinguish or trace an individuals identity, such as their name, social security number, biometric records, etc., alone, or when combined with other personal or identifying information which is linked or linkable to a specific individual, such as date and place of birth, mothers maiden name, etc. (Ref.: OMB Memorandum 07-16.) Other specific examples of PII include, but are not limited to:(a) Personal identification number, such as passport number, drivers license number, taxpayer identification number, or financial account or credit card number;

(b) Address information, such as street address or personal email address; and,

(c) Personal characteristics, including photographic image (especially of face or other distinguishing characteristic), fingerprints, handwriting, or other biometric image or template data (e.g., retina scans, voice signature, facial geometry).

SECURITY CONTROL PLAN: The contractor shall operate and maintain an effective security system whereby materials used to perform the contract are manufactured and/or stored (e.g. while awaiting distribution or disposal) so as to ensure against theft and/or the unauthorized possession of the materials. Contractor is cautioned that Government provided information shall not be used for non-government business. Specifically, Government information shall not be used for the benefit of a third party.

The Government retains the right to conduct on-site security reviews at any time during this contract.

1. The plan shall contain at a minimum how government files (data) will be secured to prevent disclosure to a third party prior to and after termination of contract;
2. Explain how all accountable materials will be handled throughout all phases of production;
3. How the disposal of waste materials will be handled; and,
4. How all applicable Government-mandated security/privacy/rules and regulations as cited in this contract

shall be adhered to by the contractor and/or subcontractor(s).

This proposed plan is subject to review and approval by the government and award will not be made prior to approval of same.

NOTE: Contractor MUST submit security control plan within an hour from the "Review and Confirm" call.

SUBMISSION OF QUOTES: Vendor to submit quotes via Quick Quote (<https://contractorconnection.gpo.gov/OpenJobs>). Late quotes will not be accepted. All problems submitting quotes via Quick Quote must be reported prior to bid opening time to APS DC Team on 202-512-0307.

TRIM SIZE: 8-1/8 x 10-3/4"

PAGES: 24 Page Self cover.

SCHEDULE:

Furnished Material will be available for pickup by 12/03/2021

Ship complete by 12/31/2021

F.O.B. destination and F.O.B. contractor's city/origin - See Below

All mailing shall be made using the most economical method to the government, unless otherwise specified - reimbursable.

Contractor is required to apply the appropriate postage to each mailing. Contractor will be reimbursed for postage by submitting a properly completed postal service form (or equivalent) with billing invoice for payment.

All mailed copies must be sorted (including zip code and carrier route sorted, if applicable) and prepared in trays and sacks, in accordance with the regulation of the U.S. Postal Service manual to obtain the maximum postal discount(s) possible.

All copies mailed must conform to the appropriate regulations in the U.S. Postal Service manuals for "Domestic Mail" or "International Mail" as applicable.

NOTE: In accordance with United States Postal Service (USPS) regulations, contractor may be required to run distribution files on each order through the National Change of Address (NCOA) service database to verify addresses are NCOA certified, as required. All related costs to perform this operation must be included in submitted bid pricing. No additional reimbursement will be authorized.

Ship approx. 73,321 copies to 73,321 individual addresses (one copy for each address).

Ship approx. 3,973 copies to 378 total addresses. These addresses receive bulk quantities of the magazine in various amounts that are spelled out in the xls file.

Ship approx. 200 copies as well (Departmental Random "Blue Label" Copies).

QUALITY LEVEL: 2 Quality Assurance Through Attributes (GPO PUB 310.1, effective May 1979 (Rev. 9-19)) applies.

DESCRIPTION:

Circle folios 1 thru 24 print face and back (head to head) in 4-color process. Circle folios 1 and 24 print (heavy coverage) with type matter, illustrations, QR code, and solids plus some type reversing out to appear white. Circle Folio 1 has full bleeds and Circle folio 24 bleeds left, right, and bottom. Circle folios 2, thru 23 print with type/rule matter, solids, illustrations, screen tints, and images in 4-color process plus some type reversing out to appear white. Some full bleed pages scattered throughout. Several pages contain images that print to and must align across the bind. After printing, flood coat circle folios 1 thru 24 with a clear non yellowing gloss aqueous coating to prevent scratching and smearing.

For 25 GPO Sales Copies Only:

For Sale Line and ISBN number only:

The 13 digit ISBN Number should be placed under the "For Sale By..." line, at the bottom of the back side of the first printed page in the book. If necessary, Government may furnish the "For Sale By..." copy via e-mail after contract award.

PRESS SHEET INSPECTION: Final makeready press sheets will be inspected and approved at the contractors plant for the purpose of establishing specified standards for use during the actual press run. Upon approval of the sheets, contractor is charged with maintaining those standards throughout the press run (within QATAP tolerances when applicable) and with discarding all makeready sheets that preceded approval. See GPO Publication 315.3 (Guidelines for Contractors Holding Press Sheet Inspections) issued January 2015. **NOTE:** A press sheet inspection is for the purpose of setting specific standards that are to be maintained throughout the entire run. It does not constitute a prior approval of the entire run.

Press sheets must contain control bars for each color of ink on the sheet. Control bars must be placed parallel to the press ink rollers. The control bars must show areas consisting of 1/8 x 1/8" minimum solid color patches; tint patches of 25, 50, and 75%; dot gain scale (such as, BRUNNER, GATF, GRETAG, or RIT); and gray balance patches for process color (if applicable). These areas must be repeated across the entire press sheet.

Viewing Light: Press sheets will be viewed under controlled conditions with 5000 degrees Kelvin overhead luminaries. The viewing conditions must conform to ISO 3664-2009; a viewing booth under controlled conditions with 5000 degrees Kelvin overhead luminaries with neutral gray surroundings must be provided.

NOTE: Unless waived by the Government, contractor will be required to print a small symbol within the trim area on each signature which will be honed off after color standards are established and approved during the press sheet inspection.

The contractor must notify the GPO of the date and time the press sheet inspection can be performed. In order for proper arrangements to be made, notification must be given at least (3) workdays prior to the inspection. Notify the U.S. Government Publishing Office, Contract Management Division, Quality Control for Published Products Section (CSPS), Washington, DC 20401, on telephone area code (202) 512-1162. Telephone calls will only be accepted between the hours of 8:00 am and 2:00 pm, prevailing eastern time. Note: See contract clauses, paragraph 14(e)(1), Inspections and Tests of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 1 18)). When supplies are not ready at the time specified by the contractor for inspection, the Contracting Officer may charge to the contractor the additional cost of the inspection.

Virtual Monitoring and Virtual Inspection: Due to the COVID-19 pandemic, travel to the contractor's facility(ies) may still be considered unsafe. In this event, some or all of the monitoring and inspections may be done virtually.

Some or all of the communication, monitoring, and inspections may be accomplished using various methods of communication: email, telephone, GPO File Sharing Site, and MS Teams, etc.

Virtual monitoring and inspections (in lieu of on-site monitoring/inspections) do not relieve the contractor of producing and distributing the products in accordance with the contract specifications at the requisite quality level.

The Government retains the right to conduct on-site monitoring and/or inspections at any point during production and distribution, at the Government's discretion.

PRIVACY ACT NOTIFICATION: This procurement action requires the contractor to do one or more of the following: design, develop, or operate a system of records on individuals to accomplish an agency function in accordance with the Privacy Act of 1974, Public Law 93-579, December 31, 1974 (5 U.S.C. 552a) and applicable agency regulations. Violation of the Act may involve the imposition of criminal penalties as stated in 5 U.S.C. 552a (i)(1) **CRIMINAL PENALTIES**. It is incumbent upon the contractor to inform its officers and employees of the penalties for improper disclosure imposed by the Privacy Act of 1974, 5 U.S.C. 552a, specifically, 5 U.S.C. 552a (i)(1) **CRIMINAL PENALTIES** and m(1) **GOVERNMENT CONTRACTORS**.

PRIVACY ACT

(a) The contractor agrees:

(1) to comply with the Privacy Act of 1974 and the rules and regulations issued pursuant to the Act in the design, development, or operation of any system of records on individuals in order to accomplish an agency function when the contract specifically identifies (i) the system or systems of records and (ii) the work to be performed by the contractor in terms of any one or combination of the following: (A) design, (B) development, or (C) operation;

(2) to include the solicitation notification contained in this contract in every solicitation and resulting subcontract and in every subcontract awarded without a solicitation when the statement of work in the proposed subcontract requires the design, development, or operation of a system of records on individuals to accomplish an agency function; and

(3) to include this clause, including this paragraph (3), in all subcontracts awarded pursuant to this contract which require the design, development, or operation of such a system of records.

(b) In the event of violations of the Act, a civil action may be brought against the agency involved where the violation concerns the design, development, or operation of a system of records on individuals to accomplish an agency function, and criminal penalties may be imposed upon the officers or employees of the agency where the violation concerns the operation of a system of records on individuals to accomplish an agency function. For purposes of the Act when the contract is for the operation of a system of records

on individuals to accomplish an agency function, the contractor and any employee of the contractor is considered to be an employee of the agency.

(c) The terms used in this clause have the following meanings:

(1) "Operation of a system of records" means performance of any of the activities associated with maintaining the system of records including the collection, use, and dissemination of records.

(2) "Record" means any item, collection or grouping of information about an individual that is maintained by an agency, includin

MATERIAL FURNISHED: Contractor to receive. .

Via email/Contractor's FTP after award.

One (1) Purchase Order.

One (1) PDF file for the "For Sale by Line" and ISBN number.

One (1) Zip file containing one PDF file for each page/total 24 PDFs). Contractor to extend bleed as necessary, and convert any Pantone colors to 4-color process.

One (1) Excel file that contains 73,321 individual addresses. Each of these addresses receives one copy of the magazine. File name is AFR_INDIV_MAILING.TXT.

One (1) Excel file that contains 378 total addresses. These addresses receive bulk quantities of the magazine in various amounts that are spelled out in the xls file. The total number of bulk magazines is 3,973. File name is AFR_BULK_MAILING.XLS.

GPO Form 892c (R. 12/17) Proofs.

GPO Form 2678 (departmental random copies-blue label).

GPO Form 917 (Certificate of Selection).

GPO Form 915 (Business Reply Label).

GPO Form 2686 QARC Random copies sampling & shipping instructions.

Contractor to download the "Labeling and Marking Specifications" form (GPO Form 905, R. 7-15) from gpo.gov, fill in appropriate blanks, and attach to shipping containers.

Prior to image processing, the contractor shall perform a basic check (preflight) of the furnished media and publishing files to assure correct output of the required reproduction image. Any errors, media damage, or data corruption that might interfere with proper file image processing must be reported to the contract administrator.

The contractor shall create or change any necessary trapping, set proper screen angles and screen frequency, and define file output selection for the imaging device being utilized. Furnished files must be imaged as necessary to meet the assigned quality level.

Minimum 175 line screens required.

PAPER: * Must be in accordance with JCP Paper Specification Standards in effect on date of this order
JCP Code* A182, No. 2 Gloss-Coated Text, White, Basis Size 25 X 38" Basis Weight 70 lbs.

COLOR OF INK:

4-color process + Gloss aqueous coating.

PRINT PAGE: Head to Head

MARGINS:

See "Description".

Follow electronic files.

PROOFS:

One (1) set of digital color content proofs for entire pamphlet. Direct to plate must be used to produce the final product with a minimum of 2400 x 2400 dpi. Proofs must be created using the same Raster Image Processor (RIP) that will be used to produce the product. Proofs shall be collated with all elements in proper position (not pasted up), imaged face and back, trimmed and folded to the finished size of the product.

PLUS

One (1) set of digital one-piece composite laminated halftone proofs on the actual production stock (Kodak Approval, Polaroid PolaProof, CreoSpectrum, or Fuji Final Proof) with a minimum resolution of 2400 x 2400 dpi for entire pamphlet.

At contractor's option, One (1) set of inkjet proofs that are G7 profiled and use pigment-based inks may be submitted in lieu of digital one-piece composite laminated halftone proofs. A proofing RIP that provides an option for high quality color matching such as Device Links Technology and/or ICC Profiles Technology, and meets or exceeds industry tolerance to ISO 12647-7 standard for Graphic Technology (as of 2016 and future amendments) must be utilized. Proofs must be ripped and sent at plate resolution (minimum of 2400 x 2400 dpi). If using a 1 bit tiff, the tiff must be made at a minimum of 2400 dpi. Output must be a minimum of 2400 x 1200 dpi on a GRACoL or SWOP certified proofing media. Proofs must contain both of the following to be evaluated for accuracy: 3-tier color control strip: IDEAlliance ISO 12647-7 2013(i1), and the GPO Resolution target found www.gpo.gov/gporestarget.pdf. NOTE: If a contractor chooses this proof option, prior evaluation and approval of this proofing method must be provided by GPO, Quality Control for Published Products, to ensure that the final product will be produced in accordance with contract specifications. See instructions at:

<https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/qlsamples6f200c30b44a64308413ff00001d133d.pdf>. Failure to obtain this evaluation and approval may be cause for the job to be rejected should the final product not match the proofs for color.

Proofs must contain color control bars (such as Brunner, GATF, GRETAG, or RIT) for each color of ink on the sheet. Control bars must be placed parallel to the press's ink rollers and must show areas consisting of minimum 1/8 x 1/8" solid color patches; tint patches of 25, 50 and 75%; dot gain scale; and gray balance patches for process color (if applicable). These areas must be repeated consecutively across the sheet.

The make and model number of the proofing system utilized shall be furnished with the proofs. These proofs must contain all elements, be in press configuration, and indicate margins. Proofs will be used for color match on press. Direct to plate must be used to produce the final product with a minimum of 2400 x 2400 dpi.

Send proofs together with the furnished media (copy, electronic files) directly to: HQ AFRC/PAOM, ATTN:

BO JOYNER (478-327-1771), 155 Richard Ray Blvd, Robins, AFB, GA 31098. Contractor must call GPO Contract Compliance Section at 202-512-0520, or e-mail information to compliance@gpo.gov immediately upon sending/delivering proofs and immediately upon notification that the proofs are available for pickup at the department. Proofs will be withheld not more than (2) workdays from receipt in the department to when they are made available for pickup at the department. **CONTRACTOR MUST NOT PRINT PRIOR TO RECEIVING AN "OK TO PRINT".**

BINDING:

Saddle stitch in 2 places on 10-3/4 inch side.

Trim 3 sides.

Paper Covers: Wrap around. Trim flush, Grain must run parallel to spine.

Cracks or wrinkles are not acceptable.

PACKING:

All shipments which fill less than a shipping container must be packaged with materials of sufficient strength and durability and in such a manner which will guarantee that the product will not be damaged and the package will not open nor split during delivery/mailling process.

Bulk Shipments:

Pack in shipping containers.

Pallets are required.

Mailed Shipments:

Single copies must be mailed as self-mailers.

Insert multiple copies (up to 200 leaves) into kraft envelopes.

Quantities over 200 leaves, up to 12 pounds, must be inserted into cushioned shipping bags or wrapped in shipping bundles (maximum gross weight 14 pounds).

Quantities over 12 pounds, up to 36 pounds, must be packed in shipping containers.

Pack suitably per shipping container.

DISTRIBUTION:

Contractor must notify the ordering agency on the same day that the product ships/delivers via e-mail sent to bruce.joyner@us.af.mil. The subject line of this message shall be "Distribution Notice for Jacket 420-058, Requisition 2-00004PA. The notice must provide all applicable tracking numbers, shipping method, and Title. Contractor must be able to provide copies of all delivery, mailing, and shipping receipts upon agency request.

Postage is reimbursable (Ship by 12/31/2021).

Ship 73,321 copies to 73,321 individual addresses (one copy for each address).

Ship 3,973 copies to 378 total addresses. These addresses receive bulk quantities of the magazine in various amounts.

F.O.B Destination (at contractor's expenses). Deliver by 12/31/2021.

Deliver 25 rider copies to the Washington DC area with Sales information (For sale line only and ISBN), exact address, label, and marking information to follow upon award.

Deliver 200 Departmental Random "Blue Label" Copies, and all GFM (packaged separately) via traceable means to : AFRC/PAP, 155 RICHARD RAY BLVD, EAST WING LOADING DOCK, ROBINS AFB GA 31098. ATTN: BO JOYNER (478-327-1771).

Note: For the "Blue Label" Copies -- A copy of the Government furnished certificate (GPO Form 917) must accompany the voucher sent to GPO, Financial Management Service, for payment. Failure to furnish the certificate may result in delay in processing the voucher. NOTE: Form is also available at <https://www.gpo.gov/pdfs/vendors/sfas/Form917.pdf>

All expenses incidental to returning materials, submitting/returning proofs, and furnishing samples must be borne by the contractor.

QUALITY ASSURANCE LEVELS AND STANDARDS: The following levels and standards shall apply to these specifications:

Inspection Levels (from ANSI/ASQC Z1.4):

(a) Non-destructive Tests -- General Inspection Level I.

(b) Destructive Tests -- Special Inspection Level S-2.

Specified Standards-- The specified standards for the attributes requiring them shall be:

ATTRIBUTE	SPECIFIED STANDARD
P-7. Type Quality and Uniformity	OK Press Sheets
P-8. Halftone Match (Single and Double Impression)	OK Press Sheets
P-10. Process Color Match	OK Press Sheets

Special Instructions: In the event that inspection of press sheets is waived by the Government, the following listed alternate standards (in order of precedence) shall become the Specified Standards:

- P-7. Ok'd proofs/Furnished electronic media
- P-8. Ok'd proofs/Furnished electronic media
- P-10. Ok'd proofs/Furnished electronic media

QUALITY ASSURANCE RANDOM COPIES: The contractor will be required to-execute-a statement furnished by GPO certifying that copies were selected as directed. Business Reply Mail labels will be furnished for mailing the quality assurance random copies. The copies are to be mailed at the same time as the first scheduled shipment. A U.S. Postal Service approved Certificate of Mailing, identified by Jacket and Purchase Order numbers, must be furnished with billing as evidence of mailing.

PREAWARD SURVEY: In order to determine the responsibility of the prime contractor or any

subcontractor, the Government reserves the right to conduct an on-site pre-award survey at the contractor's/subcontractor's facility or to require other evidence of technical, production, managerial, financial, and similar abilities to perform, prior to the award of a contract. As part of the financial determination, the low contractor may be required to provide one or more of the following financial documents:

- 1) Most recent profit and loss statement
- 2) Most recent Balance Sheet
- 3) Statement of cash flows
- 4) Current official bank statement
- 5) Current lines of credit (with amounts available)
- 6) Letter of commitment from paper supplier(s)
- 7) Letter of commitment from any subcontractor

The documents will be reviewed to validate that adequate financial resources are available to perform the contract requirements. Documents submitted will be kept confidential, and used only for the determination of responsibility by the Government. Failure to provide the requested information in a timely manner may result in the Contracting Officer not having adequate information to reach an affirmative determination of responsibility.

PAYMENT: Submitting invoices for payment via the GPO fax gateway (if no samples are required) utilizing the GPO barcode coversheet program application is the most efficient method of invoicing. Instruction for using this method can be found at the following web address:
<http://winapps.access.gpo.gov/fms/vouchers/barcode/instructions.html>.

Invoices may also be mailed to: U.S. Government Publishing Office, Office of Financial Management, Attn: Comptroller, Stop: FMCE, Washington, DC 20401.

For more information about the billing process refer to the General Information of the Office of Finance web page located at <https://www.gpo.gov/how-to-work-with-us/vendors/how-to-get-paid>.

Attachment(s): Attachment(s) is/are part of the specification, click 'Download Attachment(s)' link below to view and print the attachments that are part of these specifications.

Download Attachment(s): <http://contractorconnection.gpo.gov/download.aspx?Jacket=420058>